ज्ञानं सविज्ञानम्
DPES
Dhole Patil Education Society

DHOLE PATIL COLLEGE OF PHYSIOTHERAPY

Approved by Govt. of Maharashtra,
Affiliated to Maharashtra University of Health Science, (MUHS) Nashik,
Maharashtra State OTPT Council, Mumbai.

Campus - Near EON IT Park, Kharadi, Dhole Patil College Road, Wagholi,Pune - 412207., India. **Tel.** : +91-20-66059900 **Email** : dholepatilphysiotherapy@gmail.com **Web.** : www.dpcop.in

Ref. No.: DPCOP/A.Y. 2025-26/ICC/LCM/05 Date : 02/01/2026

LOCAL MANAGING COMMITTEE 2025-26

The Dhole Patil Education Society's constitutes the Local Managing Committee (LMC) to govern the Dhole Patil College of Physiotherapy and Physiotherapy OPD.

SR.NO	COMMITTEE MEMBERS	DESIGNATION
1	Shri. Sagar U Dhole Patil (Hon. Chairman)	Chairperson
2	Smt. Uma S. Dhole Patil (Hon. Secretary)	Treasurer
3	Dr. Gunasekaran	LMC secretary
4	Dr. Abhijit Dandavate	Member
5	Mr. Anirudha Todkar	Member
6	Dr V.L. Bhujadi	Member
7	Dr. Mrs. K.V. Bhujadi	Member
8	Mrs. Madhvi Repal (Admin Coordinator)	Admin- Representative
9	Dr Priyanka Patil	Member- TSR
10	Dr. Prajakta Valke	Member- TSR
11	Mr. Vilas Alhat	Account Officer
12	Mr. Pankaj Amrutkar	Member- Non- TSR
13	Mrs. Santosh Dodake	Member- Non- TSR

Principal
Principal
D P E S, Dhole Patil
College of Physiotherapy
Pune - 412207.

STANDARD OPERATING PROCEDURE OF LOCAL MANAGING COMMITTEE

2025-26

Objective:

The Objective of this Standard Operating Procedure (SOP) is to define the roles, responsibilities, structure, and functioning of the Local Managing Committee (LMC) to ensure smooth, transparent, and effective administration of the institution, in line with statutory norms, institutional vision, and Indian academic governance practices.

Roles and Responsibilities:

Chairman

Provide strategic direction and leadership

Preside over LMC meetings

Ensure compliance with statutory and ethical standards

Secretary / Management Representative

Coordinate between Management and Institution

Monitor implementation of LMC decisions

Approve major administrative and financial proposals

Principal / Head of Institution (Member Secretary)

Convene meetings and prepare agenda

Present academic, administrative, and development reports

Implement decisions taken by the LMC

Maintain records and documentation



Members

Participate actively in decision-making

Provide expert inputs and suggestions

Support institutional growth and quality initiatives

Functions of the Local Managing Committee

Review academic performance and quality assurance activities

Approve annual academic and administrative plans

Monitor compliance with university, NAAC/NIRF, and regulatory norms

Review financial statements, budgets, and audit reports

Approve infrastructure development and maintenance plans

Support student welfare, discipline, and grievance redressal

Encourage research, innovation, and community outreach (extension activities)

Decision-Making Process

Decisions shall be taken by consensus or majority vote

In case of a tie, the Chairman shall have the casting vote

All resolutions shall be recorded in the Minutes of Meeting (MoM)

Record Maintenance

Minutes of Meetings shall be documented, approved, and signed

Records shall be preserved for audit and inspection purposes

Digital and physical records shall be maintained as per institutional policy



Confidentiality and Ethics

All discussions and documents shall be treated as confidential

Members shall disclose any conflict of interest

Ethical conduct and integrity shall be strictly followed

Amendments

This SOP may be amended with approval of the Management / Trust

Amendments shall be recorded and communicated to all concerned

Effective Date:

This Standard Operating Procedure comes into effect on 01/01/2026.

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Phone:020-66059900

LOCAL MANAGING COMMITTEE (LMC) MEETING FREQUENCY

The will be a one meeting every quarterly in a year by Local Managing Committee (LMC)

SR.NO	FREQUENCY	QUARTER	MONTH
1	Meeting -I	First	January-March 2025
2	Meeting -II	Second	April-June2025
3	Meeting -III	Third	July-September 2025
4	Meeting -IV	Fourth	October to December 2025

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LOCAL MANAGING COMMITTEE (LMC) MEETING SCHEDULE

SR.NO	SCHEDULE	DATE	DAY	TIME	PLACE
1	Meeting -I	5th March 2025	Wednesday	4-5pm	Principal Sir Office
2	Meeting -II	26th June 2025	Thursday	4-5pm	Principal Sir Office
3	Meeting -III	9th September 2025	Tuesday	4-5pm	Principal Sir Office
4	Meeting -IV	30th December 2025	Friday	4-5pm	Principal Sir Office

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